

#### Introduction

The "How to Submit Questions to a Buyer" Quick Reference Guide is designed to provide the minimum steps necessary in understanding how and where Vendors submit their questions regarding a Bid Solicitation.

# **Pre-requisites**

A Vendor must be registered in Buy4Michigan.

# **Steps**

### Step 1:

- a.) Once logged in, select the **Bids Tab**.
- b.) Scroll down to the **Open Bids** Section.
- c.) Choose your Bid of interest and click the **View** link under the **Bid Q&A** column.



#### Step 2:

The Questions page displays.

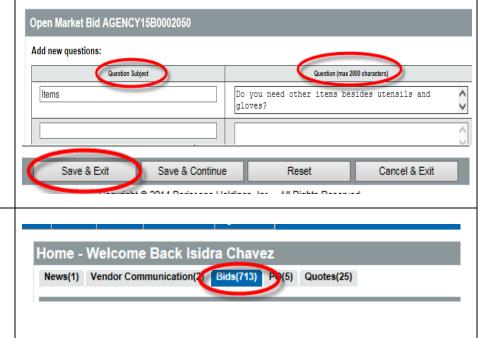
- a.) Enter in your Question subject and Question(s).
- b.) Once complete, click the **Save & Exit** button.

Note: Save & Continue stays on the same page and does not allow you to continue submitting your quote process.

# Step 3:

The page defaults back to the home page.

- a.) Select the **Bids Tab** again.
- b.) Scroll back down to the Open Bids section and click the Create Quote link to continue your quote submission.





Note: Your question submitted in step #2 is saved in the system. To view, just click the **View** link as you did in Step #1.

For further assistance in creating your quote, refer to the "Vendor Response to a Bid" QRG.

Open Bids							
Bid#	Organization	Alternate Id	Buyer	Description	Bid Opening Date	Bid Q & A	Create Quote /View Auction
AGENCY15B0002050	Department of Technology Management and Budget		Isidra Chavez	food service dispensers	12/09/2014 09:31:00 AM	View	Create Quote